

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR PROPOSALS

August 11, 2023
Bureau of Engineering

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide expertise in ***Implementation and Program Management Support of Process Improvements for TDOT***. The selected consultant and their team will have **government expertise and experience to provide guidance** and support for TDOT to succeed in their mission-critical priorities and strategic objectives. To remain agile and proactive in preparing for the **evolving transportation infrastructure, technologies, program management, construction management, feasibility studies, engineering services, and workforce capability needs**, TDOT requires timely, accessible, and relevant insight and solutions from an expert partner with relevant **Department of Transportation (DOT) experience**.

Contract type shall be a general engineering related contract to be performed on an on-call basis. The scope of work will include, but will not be limited to, the items of work described below. The method of payment shall be cost plus fixed fee. Fixed fee is calculated using the following formula: Fixed fee = (Direct salary + Overhead based on the most recently approved field and/or office indirect cost rate) x (fixed fee rate as determined by Attachment D, Net Fee Calculator). Due to the uncertainty of (1) the schedule, and (2) the number of teams needed for the project, payment of the fixed fee will be based on the actual labor costs rather than the estimated labor costs used for the basis of the agreement. Items may be withdrawn if anticipated funding does not become available.

This scope of work is to allow TDOT to deliver Transportation Modernization Act (TMA) and traditional work program projects more reliably and efficiently. The scope of work will include, but may not be limited to, assisting TDOT with the items of work described below:

1. All Divisions:

- Implement proposed organizational structure across all Divisions and Regions.
- Establish performance metrics and proficiencies that align with the Department's strategic vision for Divisions and Regions.
- Develop transition plans for new division personnel for program delivery.
- Provide training, as needed, for the items listed throughout. Training shall be developed to include new division personnel, other Divisions, Regions and external consultants.
- Research and propose innovative program development of technological best practices being used by other state departments of transportation, FHWA, and/or USDOT.

2. HR Administration and Process Management:

- Assist TDOT HR in evaluation and implementation of its program management across the Department to align with the TMA.
- Provide analysis to optimize technical resources, policies, procedures, specifications and financial aspects for the development and implementation of strategic programs and projects within the Department.

- Develop transition plans and identify Departmental technical capabilities that need to be developed or procured.
- Support the overall program management needs of the Department.
- Develop technical presentations, reports, and guidance documents as required.
- Provide ad hoc administrative support or other staffing requests determined by the Department.
- Fully develop and implement a future Business Program Management Support Unit within the Regions.
- Provide strategic advisory and implementation services for program delivery and management across TDOT.
- Provide HR management and training support, utilizing subconsultants as needed.

3. Professional Services:

- Finalize policies, procedures, guidelines, and templates for Professional Services Division implementation.

4. State Engineering:

- Facilitate processes, policy, and guidance document alignment with Project Delivery Network (PDN).
- Review of industry and other DOT best practices and technology in Geodetics to assist the Department in development and implementation of a broad Geodetics program.
- Develop and implement policies, procedures and best practices for Statewide Innovation and Aesthetics.
- Review the Department's current Value Engineering process and provide a report with recommendations for improvements and efficiencies. Assist the Department with implementation of findings.

5. State Engineering Technical Training:

- Complete a State Engineering Technical Training assessment with a framework for development of policies, procedures, and best practices for creation of the program/division.
- Review existing types of software and technology used in the Engineering Bureau and provide recommendations for best practices.
- Develop engineering training program best practices in alignment with the Department's work program.

6. Traffic Design and Traffic Operations:

- Establish a transition plan for the creation of Traffic Operations and Traffic Design Divisions.
- Assist in Region permitting transition to align with the Department's strategic vision.
- Review and implement transition of duties between Bureaus.

7. Utilities:

- Develop standard processes for accurate reporting of estimating, status, and utility coordination efforts including planning cost estimates to be used for budgetary purposes, interim and final estimates.
- Provide best practices for utility reimbursement and agreements, based on historical

Department data, eligibility, state, and federal guidelines.

8. Operations Investigation of Ancillary Structures, Cantilever Overhead Signs, and Retaining Walls:

- Review current statewide Ancillary Structures, Cantilever Overhead Signs and Large Retaining Walls programs, processes, organizational charts, and activities.

Contract Term & Amount:

The awarded contract shall run for a period of two (2) years. All services must be completed within this contract term except as additional time may be needed to complete a previously issued work order. The maximum total contract dollar amount that may be awarded under this contract is \$10,000,000. The initial contract amount may be increased, as needed, but not to exceed the \$10,000,000 maximum contract amount, via an appropriately executed amendment.

Deliverables:

All documentation associated with the strategy development, program implementation, and program management support services for the project shall be submitted to TDOT as needed.

Firms may request consideration by submitting a **Statement of Qualifications** consisting of the following: **one electronic copy of Form DT-0330 Part II.** Section E shall be no more than 12 pages. Section F shall include no more than 5 projects. Proposals shall contain no more than 25 pages including front and back cover. Section H will not count towards the 25-page limit.

These may be submitted electronically to: Chad.Schulhauser@tn.gov

All Part II of the DT-0330 forms must be received on or before **4:00 p.m. (Central Time) Friday, September 8, 2023.** For additional details regarding this project, please contact Mr. Chad Schulhauser at Chad.Schulhauser@tn.gov.

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for the **Statement of Qualifications**. Additional information, including an example proposal ([DT-0330, Part II \(Contract Specific Qualifications\)](#)) can be found at: [Prequalified Consultant Form \(tn.gov\)](#) or by contacting Ms. Chris Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov. Any sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. Please note: New or updated prequalification forms must be received before the deadline for proposals. **Please include a valid email address and phone number for the Engineer point-of-contact.**

Evaluation Process:

Phase I Evaluation

This phase will be skipped due to time limitations.

Phase II Evaluation

For firms submitting proposals (Part II of the DT-0330 form), the criteria that will be considered are:

Criteria and Relative Weights	
i. Team capability and work experience (Section C, F, & G of Part II of the DT-0330 form).	40 %
ii. Staff qualification and availability (Section E: Resumes).	20 %
iii. Technical approach (as explained in Section I of Part II of the DT-0330 form).	30 %
iv. Workload capacity; including amount of work under contract with TDOT, if any.	10 %

Following Phase II evaluation, the three* firms deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase III evaluation.

* In instances where only two qualified consultants respond with proposals, the Department may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.

Phase III Evaluation

From the list of firms determined by the CEC to be the most highly qualified firms to perform the solicited services, the Commissioner will rank the firms in order of preference.

Post Selection:

TDOT's office of the Professional Services Division or its designee will then negotiate with the firm(s) deemed to be most highly qualified in rank order. Before the invitation of a cost proposal is made, a mutual understanding of the scope of work and all technical and administrative requirements of the proposed undertaking will be established with the prospective consultant. This may be done by conference, phone, or correspondence as determined by the Engineering Bureau. Instructions will be given regarding the method of compensation and the documentation needed to justify the proposed compensation.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age, and disability. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority- and/or women-owned firms are encouraged to respond to all advertisements by TDOT. For more information on DBE certification, please contact the Civil Rights Office Small Business Development Program at

(615) 741-3681. Details and instructions for DBE certification can be found at the following website: [Small Business Development Program \(tn.gov\)](#).

Butch Eley
Commissioner

BE/WR/LL/CS